






HOW TO APPLY FOR TUITION REIMBURSEMENT THROUGH EMPLOYEE SELF-SERVICE:

1. Login to Self-Service: Go to <https://cmil.mycmsc.com/> and click on **HRMS PRD 8.8**.
2. After you login, click on **Self Service**, then **Learning and Development**, then **Tuition Reimburse Application**.
3. **IT IS HIGHLY RECOMMENDED** that you **minimize** the **Menu** on the left side of the screen so that you can see all of the content on the right of your screen. To minimize the **Menu**, click the minus  sign to the right of the word **Menu**. *If you don't do this, you may have to scroll back and forth and may miss a check box.*
 - To **maximize** the **Menu**, click on the  icon.
4. You will see two tabs, **Find an Existing Value** and **Add a New Value**.
5. To apply for reimbursement, click on the **Add a New Value** tab.
6. Enter the **Course Start Date** (Example: 9/12/09). For *Membership Dues* enter the starting date of the membership/enrollment period. For *Licenses or Certifications*, enter the effective date.
7. Click the yellow **Add** button.
8. At the top of the page you will see your current employment information/status.
9. Under **Reimbursment Requests**, there are four tabs: **Details**, **Justification**, **Approvals** and **Status**.

IMPORTANT! DO NOT click the plus sign  to the right of the screen unless you are requesting reimbursement for more than one class, dues or membership with the SAME start date. This will add a 2nd ROW to enable you to enter information for a 2nd class, dues or membership. It will NOT give you more space to type information. You must fit the information in the space allowed in the box. The extra row will create an error message when you click on *Save* and you will be unable to save the information you entered. You will have to start over again!

10. In the **Details** tab, choose the **Reimbursement Type** (see page 3 for an explanation of types). Click on the  symbol then click on the appropriate **Reimbursement Type**.
11. Type the **Ending Date** of the course, seminar, convention, conference, dues, license or certification. If it's a one-day class, type the same date.
12. If the course was more than 3 weeks in length, click the "*Course Over Three Weeks Long*" **box** so that a check mark appears in it.
13. Type the name of the course, seminar, convention, conference, dues, license or certification. For courses, please list the actual course **title**, and not a course number. *Please do not use acronyms for organization names. For classes list the actual Course Title and not Course Numbers.*
14. In **Costs to Reimburse** type the cost (amount) of the individual course seminar, convention, conference, dues, license or certification. *Do not* type a dollar sign (\$) in the box. ***If you received veteran's benefits, a grant, or scholarship towards a course, please enter only the cost (amount) that you paid out-of-pocket for each class!***
15. Type the **total** cost of textbooks for the course (*paid out-of-pocket*) **only** if they were required for the course. **DO NOT** include sales tax or shipping/handling fees as they are not reimbursable.

- If you you are in **Local 494-Electrical Group** and purchased **required** equipment or supplies, please enter the total in the same box as the textbooks. **NOTE:** Only Local 494-Electrical Group employees are eligible for required equipment and supply reimbursement!
- Click on the remaining boxes **if applicable**: *on city time, related to current job, related to a promotional opportunity, dept. mandated course.*
 - Click on the **Justification** tab and in the box, explain how the course relates to your present position or to a reasonable promotional/transfer opportunity within City of Milwaukee government. ***If you run out of space to type, you will have to shorten your justification OR submit a separate document with your supporting documentation.***
 - For Membership Dues, Licenses and Certifications, explain how they **DIRECTLY** relate to your present position.
 - Go back to the **Details** tab.
 - If you have **NO** other reimbursement requests, go to #19.
 - If you have more than one (1) request with the **SAME** Start Date, click on the  symbol at the right of the row and repeat # 10 – 17. *Repeat with ALL SAME Start Date requests.* Go to #19 when finished. If you took 2 or more college classes that began on different days, but close together for the same semester, you can use the same start date for each. Just follow the instructions above.
 - If you have a 2nd request with a **DIFFERENT** Start Date, click on the yellow **Save** button (*bottom left of screen*). At the bottom of the screen, click the yellow **Return to Search** button and repeat instructions #5 – 17. *Repeat with each DIFFERENT Start Date request.* Go to #19 when finished.
 - After you click **Save**, a *Disclaimer Page* will appear. Read it thoroughly and click the **OK** button to save your application, or click **Cancel** if you do not want to save or want to start over. You may want to **print** the page before you click **OK** as further instructions are on this page. *You can also use this page as a cover page when you submit your supporting documentation.*
 - Please always **Sign Out** when you are finished with self-service (click **Sign Out** at the top, right corner) and go to #20.
 - SUBMIT SUPPORTING DOCUMENTATION.**

You may use the Disclaimer Page as a cover sheet when you submit your supporting documentation. Be sure to print it before you click "OK." BE SURE your name and 6-digit employee ID number are on the cover document!

WAYS TO SUBMIT THE SUPPORTING DOCUMENTATION:	
E-MAIL:	jkamme@milwaukee.gov (It is preferred the documents are in the Adobe PDF format.)
FAX:	286-0800 (ATTN: Judy Kammermann)
INTEROFFICE:	DER-TDS, City Hall, Room 706 (ATTN: Judy Kammermann)
U.S. MAIL:	ATTN: Judy Kammermann, 200 E. Wells St., Room 706, Milwaukee WI 53202-3554
IN PERSON:	Employee Relations, Room 706, City Hall (7 th floor); 8:00 am – 4:45 pm weekdays

A RECEIPT is required for ALL reimbursement requests. See the next page regarding completion statements.

COMPLETION STATEMENTS:

- **College-Level Courses:** Along with the receipt, submit a copy of the *final* Grade Report (*mid-term* grades are not acceptable). A grade of “C” or above is required for undergraduate-level courses; “B” or above for graduate-level courses.
- **Courses more than 3 weeks in length, *non* college-level:** Along with the receipt, submit a copy of a grade report, certificate **or** letter showing successful completion.
- **Membership Dues:** Only a receipt is required.
- **Licenses:** Along with the receipt, submit a copy of the license. **NOTE:** **Only** Management Pay Plan employees are eligible for License fee reimbursement.
- **Certifications:**
 - Along with the receipt, submit a copy of the certification, or if an exam was taken, a copy of a document showing you **passed** the exam. **NOTE:** **Only** Management Pay Plan employees are eligible for Certification fee reimbursement.

REIMBURSEMENT TYPES:

COLLEG = ALL college-level courses (*no matter what length*)

SMNR = courses, seminars, conferences, conventions, or ***non***-college courses that are **less** than three weeks in length

DUES = Membership Dues Reimbursement of directly job-related, professional organizations (***not all bargaining units are eligible***)

LICENS* = directly job-related licenses (***only Management Pay Plan Employees are eligible***)

CERTIF* = directly Job-Related certifications (***only Management Pay Plan Employees are eligible***)

OSCEI* = Office Support Continuing Education Incentive (***only certain Job Classifications are eligible***)

- The *Guidelines and Eligible Job Classifications* can be found at www.milwaukee.gov/der/Forms (Form ER-300)
- **Do NOT** apply for this through self-service. Please complete the form (ER-300) found at www.milwaukee.gov/der/forms.

PDA* = Professional Development Award (***only Management Pay Plan Employees are eligible***) (More information regarding this award can be found at www.milwaukee.gov/der/Compensation.

- **Do NOT** apply for this through self-service. Please complete the form found at www.milwaukee.gov/der/compensation.



***Department Approval is required for these Types.**

WHAT HAPPENS NEXT?

After Employee Relations receives your supporting documents, your application is reviewed in the order in which the **supporting documents are received** by **Employee Relations**. (*Due to the volume of documents received, it is not practical to search for them. Please do not call Employee Relations to see if your documents were received.*) You will receive an Email message from **Judy Kammermann**, to your **City** Email address, indicating **that** your application and documents have been **reviewed**. **If you want the Email message to go to a different address, please write it, LEGIBLY, at the TOP of your RECEIPT.**

Please login to self-service to check the status of your application (i.e., approved, denied, etc.). *If approved*, the reimbursement date (paycheck date) will be listed. If your application and/or documents are not complete, or **if** more information is required, there will be a message for you in the **DER APPROVAL NOTES** box.

TO CHECK THE REVIEW/STATUS OF A SUBMITTED REIMBURSEMENT REQUEST:

1. After you login, click on **Self Service, Learning and Development**, than **Tuition Reimburse. Application**.
2. If you want to minimize the **Menu**, click on the minus  sign to the right of **Menu**. To maximize again, click on the  icon that appears after you minimize the **Menu**.
3. Click on the **Find an Existing Value** tab.
4. Click on the yellow **Search** button. You will see a list of your reimbursement requests in order by **Course Start Date**.
5. Click on the record you wish to view. If you applied for more than one course or seminar with the SAME starting date, click on **View All** which is located on the right within the **blue Reimbursement Requests** bar. Scroll down to see your requests.
6. Under **Reimbursement Requests**, click on the **Approvals** tab. You will see whether or not your request was approved. If approved, the dollar amount of your request will show.
 - a. Please see if there are any comments in the box, **"DER Approval Notes."**
 - b. Once the supporting documentation is received by Employee Relations, the reimbursement application will be reviewed. Assuming the application is approved, you will see the reimbursement amounts under the **Approvals** tab, and the check date is listed toward the bottom under the **Payments** section.

STATUS TAB:

Click this tab to see if your application is **APPROVED**. Note: Applications are reviewed **AFTER** you have submitted the supporting documentation. Once **APPROVED**, you will see the **check payment date** at the bottom of the screen under the **Payments** section.

IMPORTANT: The Tuition Benefit balance listed for courses, memberships or certifications begun in '2009 are **not** accurate due to the system conversion.

- NOTE: If you are in one of the following bargaining units, your 2009-2010 balance will be listed in the **DER Approval Notes** box.
 - Association of Municipal Attorneys
 - Technician, Engineers & Architects of Milwaukee
 - *Police Aide Unit*, Milwaukee Police Association

THE ADMINISTRATIVE GUIDELINES AND ALL TUITION REIMBURSEMENT INFORMATION CAN BE FOUND AT www.milwaukee.gov/der/TuitionBenefit.

New! Through self-service you can now view your in-house training history as well as see what classes you are enrolled in. Please note that this is only for in-house training courses sponsored by the *Department of Employee Relations*. Go to following link for instructions: www.milwaukee.gov/ImageLibrary/User/jkamme/SelfService/SelfService_HowToViewCourseHistory.pdf